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# IDEAL Activity Culmination Event Support

## CONSULTANT SCOPE OF WORK

**Hiring Organization: Save the Children**  
**Location: Washington, DC**

### Background & Context

The Implementer-Led Design, Evidence, Analysis and Learning ([IDEAL](#)) is an activity funded by USAID's Bureau for Humanitarian Assistance (BHA) that works to support the United States Government's goal of improving food and nutrition security among the world's most vulnerable households and communities. IDEAL addresses knowledge and capacity gaps expressed by the food and nutrition security implementing community to support them in the design and implementation of effective emergency and non-emergency food security activities.

Since late 2018, IDEAL contributes to improved quality and effectiveness of emergency and non-emergency food security activities by providing learning opportunities and resources for implementers and by strengthening the dialogue between USAID and implementers to enhance guidelines. To address knowledge and capacity gaps in these technical areas, IDEAL connects with the implementing partners (IPs) through six pathways: (i) capacity strengthening (ii) peer-to-peer consultative learning, (iii) small grants, (iv) stakeholder consultations, and (v) knowledge sharing events. IDEAL's main channels of communication with its stakeholders are the [Food Security and Nutrition \(FSN\) Network](#) website and social media channels, including a variety of newsletters, a LinkedIn page, X, and a blog.

After 6 years of implementation, IDEAL is ending in fall 2024. At that time, we want to bring together food security practitioners for an event that engages them in productive discussions based on our collective accomplishments and innovations over the past 6 years, lessons learned, and ways in which the greater food security community can keep advancing in the years to come.

***The culmination event is currently envisioned as a virtual event at the end of September 2024, likely offering sessions across multiple days, accommodating for different time zones.***

### Objectives of the Culmination Event Consultancy

The culmination event consultant is responsible for working with IDEAL leadership to design and coordinate an event that is grounded in the learning and achievements of IDEAL throughout its life cycle. The event aims to highlight the impact of the program, share key insights and best practices, and foster knowledge exchange among stakeholders. We hope to celebrate both accomplishments and failures, take stock, and look forward. The culmination event will focus on key themes that IDEAL has gathered implementing partners around during the past six years, including HDP coherence, adaptive management (including pivots during the COVID-19 pandemic), monitoring and evaluation (M&E), and more.

The culmination event consultant will work closely with IDEAL leadership and staff throughout the entire planning process and will report directly to IDEAL's Senior Advisor for Knowledge Management and Communications throughout the consultancy.

## Key Responsibilities

### NEEDS ASSESSMENT

- Review data from IDEAL and conduct a thorough needs assessment to understand the objectives, target audience, and key messages for the culmination event.
- Collaborate with stakeholders to identify critical IDEAL achievements, success stories, and lessons learned.

### EVENT CONCEPTUALIZATION AND DESIGN

- Develop a creative and engaging concept for the culmination event that aligns with IDEAL’s goals and resonates with the target audience.
- Propose innovative formats to effectively communicate program outcomes.
- Outline a detailed agenda, including sessions, speakers, and activities.
- Incorporate opportunities for participant engagement, networking, and interactive discussions.
- Design sessions that effectively convey the evolution of IDEAL, emphasizing key learnings and its impact on food security.
- Create facilitator’s guides for individual sessions as well as a complete “run-of-show” document for the event.
- Design and create facilitation materials to engage audiences during sessions, including for example Miro boards, Google docs/slides, etc.

### COLLABORATION AND STAKEHOLDER ENGAGEMENT

- Liaise with IDEAL leadership, staff, partners, and other stakeholders to ensure their active participation in the event.
- Foster collaboration and coordination among various stakeholders for a cohesive and inclusive event.

### EVENT IMPLEMENTATION

- Provide support as needed during the event. This may include tasks like backend support, facilitation, or management of platforms (Zoom, Miro, Aha Slides, etc.).

## Deliverables & Timeline

Deliverable	Estimated Level of Effort (LOE)	Deadline (all dates are in 2024)
<b>Detailed event concept note:</b> The consultant will submit a concept note including clear objectives of the event, target audience, proposed event design, and a detailed implementation plan for the work needed leading up to the event. The concept note should be based on a thorough needs assessment.	<b>4 days</b>	May 10
<b>Presentation to IDEAL leadership:</b> In addition to the detailed event concept note, the consultant will prepare a presentation of the event concept that will be shared with IDEAL.	<b>0.5 day</b>	May 15
<b>Agenda development and session design:</b> After the event concept is approved, the consultant will create a draft agenda outlining all sessions and proposed speakers, facilitators, etc.	<b>4 days</b>	May 31
<b>Run-of-show and facilitator’s guides:</b> Based on the agenda, the consultant will develop facilitator’s guides for all sessions and a “run-of-show” document for the entire event which includes Zoom links, roles and responsibilities, times, etc.	<b>4 days</b>	August 30

Deliverable	Estimated Level of Effort (LOE)	Deadline (all dates are in 2024)
<b>Digital collaboration tools or platforms:</b> Prepare and design all digital collaboration tools that will be used in the sessions, such as Miro boards or Google docs/slides, etc.	<b>4 days</b>	August 30
<b>Event implementation support:</b> Provide support as needed during the event and participate in post-event debrief.	<b>3.5 days</b>	Last two weeks of September
	<b>Total 20 days</b>	

### Consultant Competencies

- Experience in designing and executing culmination events for similar programs.
- Creativity and innovation in event conceptualization.
- Experience in designing engaging virtual events using a variety of online collaboration tools and techniques.
- Strong communication and collaboration skills.
- Ability to meet deadlines and deliver high-quality results.
- Familiarity with the IDEAL Activity is preferred.
- Excellent working knowledge of English is required, additional good working knowledge of French is preferred.

### Proposal Requirements

Proposal must be less than 5 pages, excluding annexes/attachments.

Proposal must include the following:

- Description of the individual(s) and/or firm and their relevant experience
- Proposed approach and timeline
- Proposed team structure (and CVs of all team members attached)
- Budget (including a breakdown of expected LOE and cost per deliverable)

**Please submit complete proposals to [IDEAL\\_Activity@savechildren.org](mailto:IDEAL_Activity@savechildren.org) with the subject “*IDEAL Culmination Event Proposal*” by April 19, 2024.**

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